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ANDAMAN AND NICOBAR ADMINISTRATION
lfpoky; / SECRETARIAT

NOTIFICATION

Port Blair, dated the 17th February, 2012

No. 32/2012/F.No 1-43/2010/UD.—Whereas, the draft Andaman and Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2010 was published in The Daily Telegrams in its issue dated 07.03.2011 inviting suggestions/objections from those likely to be affected before the final publications of the said Recruitment Rules, giving a period of 30 days for filing suggestions and objections.

AND, WHEREAS, suggestions received from various quarters have been examined and given due consideration.

Now, therefore, in exercise of the powers conferred under sub-section 2(a) of section 203 of the Andaman and Nicobar Islands (Municipal) Regulations, 1994 and in supersession of Schedule I & II of Notification No. 208/2011/F. No. 1-43/2010-UD dated 13.09.2011 and of all other powers enabling him in this behalf, the Lieutenant Governor, A & N Islands hereby makes the following rules regulating the method of recruitment to the Group 'B' & 'C' posts of **Sanitary Officer and Sr. Sanitary Inspector** borne in the establishment of Port Blair Municipal Council, namely:—

1. Short title and commencement :-

- (i) These rules may be called the Andaman and Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. No. of posts, its classification and the scale of pay :-

The number of posts, its classification and the scale of pay attached thereto shall be as specified in paras 2, 3 & 4 of the said Schedule-I & II annexed hereto.

3. Method of recruitment, age limit, qualifications :-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the said Schedules annexed hereto.

4. Disqualifications :-

No Person —

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person(s),

shall be eligible for appointment to the said posts :

Provided that the Lt. Governor (Administrator), A & N Islands, may if, satisfied that such marriage is permissible under the personal law, applicable to such persons and the other party to the marriage or there are other grounds for so doing, exempt any person from the operation of these rules.

5. Powers to relax :-

Where the Lt. Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may by order, for reasons to be recorded in writing and, if necessary, relax any of the provisions of these rules, with respect to any class or category of person(s).

6. Saving:-

Nothing in those rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Govt. from time to time in this regard.

Lt. Genl. (Retd.) Bhopinder Singh,

Lieutenant Governor (Administrator), Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor, A & N Islands.

Sd./-

(H.M. Lingaraju)

Joint Secretary (PWD/UD)

SCHEDULE-I

RECRUITMENT RULES FOR THE POST OF SANITARY OFFICER IN PORT BLAIR MUNICIPAL COUNCIL

1.	Name of the post	Sanitary Officer
2.	Number of posts	01 (One) 2011* *(Subject to variation dependent on workload)
3.	Classification	Group 'B' (Municipal Services)
4.	Pay Band/Grade Pay/Pay Scale	`. 9300-34800 (PB-2) with Grade Pay ` . 4600
5.	Whether selection or non- selection post	Selection
6.	Whether benefit of added years of service admissible under the Municipal Council Pension Rules, 1992 ?	Not applicable
7.	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government). (The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India) and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti District and Pangri Sub-Division, Andaman and Nicobar Islands or Lakshadweep).
8.	Educational qualifications for direct recruits	<u>Essential:</u> 1. M.Sc. in Microbiology / Epidemiology from a recognized University. 2. Should qualify in the written test to be conducted by the Council or authorized Recruitment Agency.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment

12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion :- From amongst the Senior Sanitary Inspectors of the Council in PB-I with Grade Pay of ` 2800 with 11 years regular service in the grade having educational qualification as Diploma in Sanitary Inspector Course alongwith experience
13.	If a DPC exists, what is its composition ?	DPC composition as per Rule 5(3) of A & N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008 : Secretary (UD), A&N Administration - Chairman Secretary, Municipal Council - Member Officer of the rank of Assistant Secretary (UD) or above, A & N Administration - Member Two Experts to be nominated by Chief Secretary, A & N Administration - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable Approval of Administrator shall be necessary as defined under Section 24(2) of A&N Islands (Municipal) Regulation, 1994.
15.	Job Description	Attached as Annexure to Schedule-I

Annexure to Schedule – I

The duties of the Sanitary Officer are as below :-

1. To be over all In-charge of the Sanitary Section.
2. To be responsible for the deployment of Sanitary Staff/Mazdoors to various sections/zones for smooth functioning of the sanitary works.
3. To supervise the activities of Sr. Sanitary Inspectors, Sanitary Inspectors and other Sanitary Supervisory Staff in Municipal area.
4. To be responsible for proper collection including road and street sweeping, transportation, processing and disposal of waste from Municipal area.
5. To co-ordinate to ensure a high level of sanitation on all roads, lanes, markets, parks, other public and toilet complexes in the Municipal area.
6. To plan and organize interaction with community leaders for creating awareness about the cleanliness in town.
7. To supervise the activities of Supervisory Staff including Sr. SIs/SIs to control stray cattle, stray dogs and pig menace in the Municipal area.
8. To assess the day-to-day requirement of sanitary tools and instruments in different zone and take action for prompt collection and distribution of the same.
9. To supervise the maintenance of proper records and registers maintained by Sr. Sanitary Inspectors and Sanitary Inspectors.
10. To be responsible for collection of report on the day-to-day activities from the Sr. SIs and SIs, its compilation, analysis and its periodic submission (weekly reports and monthly reports) to Secretary.
11. To ensure up-to-date inventory and stock register of all the stores and equipments supplied to Sr. SIs and to be responsible for its correct accounting.
12. To be responsible to prepare and display proper chart explaining clearly the geographical area, distribution of man power and the nature of activities in the Municipal area.
13. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

SCHEDULE-II**RECRUITMENT RULES FOR THE POST OF SR. SANITARY INSPECTOR IN
PORT BLAIR MUNICIPAL COUNCIL**

1.	Name of the post	Senior Sanitary Inspector
2.	Number of posts	05 (Five) 2011* *(Subject to variation dependent on workload)
3.	Classification	Group 'C' (Municipal Services)
4.	Pay Band/Grade Pay/Pay Scale	`. 5200-20200 (PB-1) with Grade Pay ` 2800
5.	Whether selection or non- selection post	Non-selection
6.	Whether benefit of added years of service admissible under the Municipal Council Pension Rules, 1992 ?	Not applicable
7.	Age limit for direct recruits	No
8.	Educational qualifications for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer, and percentage of the vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/ deputation/transfer to be made	<u>Promotion :-</u> From amongst the Sanitary Inspectors of the Council in PB-I with Grade Pay of ` 2400 with 5 years regular service in the grade having educational qualification as Diploma in Sanitary Inspector Course alongwith experience
13.	If a DPC exists, what is its composition ?	DPC composition as per Rule 5(4) of A & N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008 : Secretary, Municipal Council - Chairman Officer of the rank of Assistant Secretary (UD) or above, A & N Administration - Member Two Experts to be nominated by Chief Secretary, A & N Administration - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable Approval of Administrator shall be necessary as defined under Section 24(2) of A & N Islands (Municipal) Regulation, 1994
15.	Job Description	Attached as Annexure to Schedule-II

Annexure to Schedule – II

The duties of the Sr. Sanitary Inspector are as below :-

1. To be the over all In-charge of all sanitary aspects of the area placed under his charge. To supervise the work of Sanitary Inspectors, Sr. S. Supervisors and Sanitary Supervisors under his charge.
2. To ensure that all roads, lanes, markets, parks, other public places and toilet complexes etc. under his charge are kept clean by regular sweeping in these places. To ensure that DLR is truthfully filled in and faithfully implemented, i.e. put to work.
3. To ensure that garbage collection from all the community bins and transportation to the dumping ground/ SWM Site. It will be to control stray cattle, stray dogs and pig menace. To prevent stocking, if building materials on road/ lane, public places etc.
4. To ensure that Receipt Books issued to the Sanitary Inspectors for imposition of fines for committing nuisance are inspected every month and submission of report to the Sanitary Officer.
5. To inspect the Food Handling premises in and to report the lack of hygiene to the superior Officers.
6. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.